

CHIEF TRAINING OFFICER

(Promotional Class)

GENERAL STATEMENT OF DUTIES

This class comprises a responsible supervisory position in the direction of all training and recruitment activities of the fire department. The employee of this class is responsible for establishing, implementing, and maintaining an adequate recruitment program for the department, for preparing records and reports of training activities and reports of materials for use in training, and for scheduling training drills and classroom training and supervising subordinate training officers who assist in these activities. The chief training officer is given general instructions only by the fire chief who supervises and reviews the work of the training division.

EXAMPLES OF WORK

Examples listed below are illustrative only and are not intended to be inclusive or exclusive.

Establishes and implements a recruitment program for the fire department.

Prepares training material for use in drill field training, company training, and classroom training; arranges for instruction by training employees or guest lecturers.

Prepares reports of training activities for the fire chief; writes reports on training courses taught, recommendations for the training program, and other such reports requiring narrative writing skills.

Makes recommendations for improvements in the training program to the fire chief.

Schedules training for all fire suppression personnel under the rank of captain.

Orders and keeps records of all supplies and equipment used in the training program.

Assists the fire chief in preparing the annual budget for the training program.

Supervises subordinate training personnel, clerical personnel, and other department employees assigned to the training division; keeps personnel records of all training division employees; writes evaluations of all training division employees; recommends discipline for members of the training division; authorizes leave for training division employees.

Personally instructs or assigns subordinates to instruct new employees assigned to the training division.

Gives talks, lectures, or demonstrations on fire department operations to schools, clubs, civic organizations, etc., or assigns subordinates to perform this task.

Prepares lesson plans for and conducts training classes either at the drill field, at fire stations, or in the classroom; prepares, administers, and grades training tests.

Responds to fire to make notes or take photographs for use in training activities.

Keeps records such as daily activity records, training records for individual members of the department, etc.; personally files or supervises subordinate training or clerical employees who file records and reports; reviews records and reports written by subordinate employees.

Attends training conferences and schools to keep informed on modern training methods and to keep informed on modern fire department procedures and equipment.

Maintains a library of training materials; conducts research of technical data, including local fire reports, statistics, bulletins, and specifications for the purpose of integrating such material into the training program.

Schedules schools and training courses (outside the department) for all department members.

Assists other departments or agencies in their training programs.

Also coordinates the movement of fire companies to and from all training activities.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

After offer of appointment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties

of the position, with or without accommodation.

Must be a regular and permanent employee in good standing in the class of Training Officer and have two years time in that grade.

Must possess a valid Louisiana driver's license.

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